Authorization for Utility Activation

FHA Case Number _____ Date: _____

Property Address _____

Purchaser(s) Name _____

Selling Agent Name _____

Agent Phone _____ Agent Fax _____

Agent E-mail Address _____

The undersigned purchaser and sales agent do hereby request authorization to have the utilities activated on the subject property under the following terms and conditions.

1. The purchaser and or sales agent shall present this signed authorization to the utility provider when ordering activation. Purchaser and agent agree not to attempt activation without prior written authorization. The form must be signed by both the Purchaser and Agent and returned to the FSM for authorization.
2. All expenses associated with the activation of the utilities and testing of the systems shall be at the expense of the purchaser.
3. **The purchaser, sales agent, or their responsible designee must be present at the time of the activation and must confirm that all water valves are closed prior to activation. The purchaser, sales agent, or their responsible designees are also responsible for de-winterizing the property.**
4. The purchaser and the sales agent agree to hold Cityside Management and HUD harmless for any damage resulting from negligence in activation utilities or testing the systems and further agree that they are liable for any such damage. Purchasers and agents should proceed cautiously. Systems that are obviously and seriously compromised should not be activated in the interest of safety and preservation of the property.
5. The purchaser and agent agree to have the utilities deactivated within 72 hours of activation and further agree to notify Cityside Management immediately upon completion of deactivation and testing. Purchaser accepts responsibility for any freeze damage that may occur due to their failure to notify Cityside that testing has been completed or that the utilities have been deactivated. **Notwithstanding any notification, Cityside will proceed to inspect and re-winterize approximately 10 days after the approval date of this authorization.** (Note: Properties with already activated electric or water service should remain activated and not transferred to the buyer's name. Properties found with operating heat sources should be left on and returned to a 55-degree setting after testing). **Notification is only to be sent by e-mail.**
6. Cityside Management's policy requires winterization September through March. The purchaser must present a **non-refundable** deposit in the amount of $100 to accommodate re-winterization and post testing inspection as needed. Funds must be in the form of a certified check or money order and made payable to Cityside Management at: **170 New Camellia Blvd, Suite #100, Covington, LA 70433. Attn: Utility Activation Dept.** Additional inspections at a later date requiring utility activation will require additional deposits.

Please allow 2 business days from receipt of this form for processing.

Purchaser: _____ Date: _____

Purchaser: _____ Date: _____

Selling Agent: _____ Date: _____

The following utilities can be activated: **GAS** Yes/No **Electric** Yes/No **Water** Yes/No

Cityside Management under the delegation of authority granted by the U.S. Department of Housing and Urban Development.

By: _____ Approval Date: _____

Phone: (985) 419-0311 **E-mail:** utility@citysidecorp.com

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utility@citysidecorp.com

Utility Activation Procedures

Please refer to our website at www.citysidecorp.com for the utility activation form.

Following are the procedures and reminders for activating the utilities for the purpose of inspecting a HUD home under the management of Cityside Management Corp. Please note that each Field Service Manager (FSM) may have different procedures and different forms so please make sure you are sending the request to the correct FSM to avoid delays. The request must be accompanied with a copy of the FULLY EXECUTED contract. Applicable fees should be paid in the form of cashier's check or money order. If the utilities must be activated more than one time, the same procedures must be followed including the payment of applicable fees. Make sure you read and understand the form prior to signing.

This activation process is fairly simple as long as the procedures are followed. Please note that any damage incurred during utility activation is the responsibility of the buyer and/or sales agent. **YOU MAY NOT DO ANY WORK/REPAIRS TO THE PROPERTY PRIOR TO CLOSING** regardless of lender requirements. The buyer/agent is responsible for having the utilities activated. The selling agent must be present at all times when the buyer and/or their representative is at the property. The de-winterization process is simple and anyone with the necessary training to inspect a property should be able to handle this task.

1. If the PCR indicates there are problems with the utilities, Do Not Activate.
2. If there is an existing sump pump, the power is active. Do not deactivate the power to a sump pump.
3. If the property is a condo or townhouse, the heat should be on and set to a temperature of 55 degrees. Do not deactivate the power at these units and make sure the heat remains on.
4. When water is activated and the property is properly de-winterized, you should not hear water running and you should not see movement in the meter. If this happens cut the water off immediately.
5. Prior to activating the gas or power to a water heater, make sure there is sufficient water in the unit to prevent a burn-out.
6. Utilities may be activated for a period not to exceed 72 hours. We will re-winterize the property after this time. If you complete the inspection sooners, pleased notify us to re-winterize the property.